



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT
OPEN COMPETITIVE JOB OPPORTUNITY



Bulletin No. 944

Posting Date: March 04, 2009

JOB TITLE

SENIOR PROBATION DIRECTOR (DIRECTOR OF SCHOOL SERVICES)

EXAM NUMBER

F8621E

FILING DATES

March 05, 2009 until needs are met

SALARY

\$99,524.76 - \$150,638.76 **ANNUALLY**

BENEFITS

COMPENSATION AND BENEFITS INFORMATION: This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Retirement Plan - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocity agreements with other public retirement systems including the California Public Employees' Retirement System (CalPERS) and the State Teachers' Retirement System (STRS).

Megaflex Plan Benefits may be purchased from the Megaflex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% - 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the Megaflex Benefit Plan include medical, dental, disability, life, and AD&D insurances. (Not applicable to County employees currently in the Flexible Benefit Plan.)

Dependent Care and Health Care Reimbursement Accounts are also available.

Saving Plan (401K) Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Deferred Compensation & Thrift Plan (457) Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

Leaves of Absence Up to 80 hours of non-elective leave per year with option to purchase more leave days up to 20 additional days.

Holidays 11 paid days per year.

Probation Department: Address: 9150 E. Imperial Highway, Downey, CA 90242
24-Hour Job Line: (800)970-LIST; TTY Phone: (562) 940-2711

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

**POSITION
INFORMATION**

Pursuant to a Board of Supervisors June 19, 2007 directive, the Probation Department, Los Angeles County Office of Education (LACOE), and other key stakeholders are embarking on a comprehensive reform of educational programs and services in the County's juvenile halls and camps, which entails implementing 35 recommendations contained in a Comprehensive Educational Reform Report that were approved by the Board on October 14, 2008.

A Comprehensive Educational Reform Committee as chaired by the Chief Probation Officer will continue to serve as an advisory body to the Chief Probation Officer during implementation of the recommendations.

The Probation Department needs to fill a Senior Probation Director position to function as the Department's Director of School Services. This position will serve as a senior staff advisor to the Chief Probation Officer on educational matters, specifically the delivery of educational services for students within the County's juvenile halls and camps, and as the Department's chief liaison in working with LACOE management and staff in implementing comprehensive educational reform in the juvenile halls and camps.

The selected candidate will also work with LACOE management to assist with the coordination between the Probation Department and LACOE on improvements being made in the educational program and other services provided in the camps, as well as in the juvenile halls under a Settlement Agreement with the United States Department of Justice, in an effort to reach full compliance with consistency across sites and to ensure that the reform efforts are in full compliance with such Agreement.

This position will be responsible for the day-to-day implementation of Probation Department's tasks including those defined in an action plan, which involve the proposed duties described below.

**ESSENTIAL JOB
FUNCTIONS**

Assist the Chief Probation Officer and other senior management of the Probation Department in guiding the development and implementation of an action plan to carry out comprehensive educational reform in the juvenile halls and camps by working with:

a. LACOE management and staff to redesign the educational curriculum for the juvenile halls and camps to make the best use of 300 classroom minutes per weekday as well as after school and weekend time to provide alternative educational pathways.

b. Management and staff of Probation's Residential Treatment Services Bureau and LACOE to restructure camp and classroom schedules in order to integrate Evidence-Based Practices (EBP) treatment, educational services, and other activities.

c. Management and staff of Probation's Management Services Bureau and LACOE to develop a master plan and capital budget for reconfiguration of classroom and other educational space to facilitate provision of four educational pathways.

d. Management and staff of Probation's Information Services Bureau and LACOE to develop a multi-year plan and operating budget for acquisition and updates of computer hardware for classrooms in the juvenile halls and camps.

e. LACOE management and staff to ensure that there are adequate numbers of teaching, special education, assessment, counseling, and psychologist staff to meet the needs of youth in the juvenile halls and camps.

f. Management and staff of Probation's Quality Assurance Services Bureau and

**MINIMUM
REQUIREMENTS**

LACOE to develop EBP training standards for LACOE staff and educational service providers operating in the juvenile halls and camps.

g. LACOE management and staff to assist with development of 3-year financial plan of revenues and expenditures for educational services in the juvenile halls and camps.

Advise senior and middle management of the Probation Department in the development and implementation of educational alternatives to improve educational services in the juvenile halls and camps including:

a. LACOE's revised approach to providing educational services in the juvenile halls and camps

b. Neighborhood school(s) for youth returning from juvenile camps

c. One-stop center(s) for career technical education / vocational education

d. LACOE dependent charter for juvenile girls at Camps Scott and Scudder

Advise the Chief Probation Officer, LACOE management and staff, and the Comprehensive Educational Reform Committee, or any subsets of its members, on key policy, financial, and operational matters pertaining to delivery of educational services in the juvenile halls and camps.

A Bachelor's degree from an accredited college or university* and five years of highly responsible** experience supervising professional staff in the delivery of services to clients in an educational program including administrative and programmatic responsibility for the day-to-day operations, program implementation, case management, policies and procedures, budget, training, and related administrative operations.

Physical Class: 2 - Light:

Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

Licenses: A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Special Requirement Information: Applicants must attach proof (original or photocopy) of official college transcripts or degree/certificate indicating field study with Registrar's signature and/or school seal to the application at the time of filing.

* Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or Association of International Credential Evaluators, Inc.

** Highly responsible experience is defined as experience at the secondary school principal, director*** level or higher in a public, private, or charter school setting.

***A principal or director is defined as supervising and providing instructional administrative leadership to the professional staff and students at designated sites; plans, directs, assists, and supervises the work performed by subordinate teachers,

**DESIRABLE
QUALIFICATIONS**

clerical, and facilities staff; provides responsible and professional staff assistance in the supervision of the assigned educational program; assists in the coordination of transportation activities; and performs related duties as assigned.

DESIRABLE QUALIFICATIONS:

Masters Degree or higher in Education Administration or a closely related field from an accredited college or university*.

Valid California Teaching and Administrative Credentials issued by the California Commission on Teacher Credentialing.

Significant experience in the administration and leadership of public, private, or charter school programs at the principal or director level or above, including curriculum design and delivery, administration of academic as well as career technical educational/vocational educational programs, personnel supervision and evaluation, and program evaluation.

Demonstrated experience in working with at-risk students and those with special needs

Comprehensive knowledge and experience in dealing with learning rights issues and the courts

Demonstrated expertise in school finance, fund raising, budget development and monitoring

Demonstrated experience in educational facilities design or management

Comprehensive knowledge and expertise in integrating the use of technology into the educational program

Demonstrated knowledge in data collection and analysis

Excellent interpersonal skills to interact effectively and maintain positive relationships with County department representatives, public officials, union representatives, and outside agencies.

**SPECIAL
INFORMATION**

Shift: Day: 8:00a.m. - 5:00p.m.

**VACANCY
INFORMATION**

The resulting eligible register for this examination will be used to fill vacancies in the Probation Department's Executive Bureau located in Los Angeles County.

**EXAMINATION
CONTENT**

Each candidate's background will be evaluated on the basis of information submitted on the County Employment Application and Supplemental Application Form at the time of filing to determine the level and scope of the candidate's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness, and general knowledge and abilities to perform the duties of the position.

Candidates must achieve a passing score of 70% or higher in the interview in order to be placed on the eligible register.

**ELIGIBILITY
INFORMATION**

The names of candidates receiving a passing score of 70% or higher in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY TWELVE (12) MONTHS.

**SUPPLEMENTAL
INFORMATION**

Additional Information may be found at:
<http://easier.co.la.ca.us/jobs/Supplemental/F8621E.doc>

*** * * * IMPORTANT INFORMATION * * * ***

**APPLICATION
INFORMATION**

The acceptance of your application will depend on whether you have clearly shown that you meet all of the MINIMUM REQUIREMENTS and your attached supplemental application form. Please fill out the application completely and correctly so that you will receive full credit for related education and experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applications may be rejected at any stage of the selection process.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice. Application filing may be suspended at any time without advance notice.

All applicants are required to submit a Standard Los Angeles County employment application and Supplemental Information Form. Applicants have the option of filing either via Hard Copy submission -OR- via electronic submission (Online). PLEASE SELECT ONLY ONE METHOD TO FILE YOUR APPLICATION.

Instructions for Filing Online: The Standard County of Los Angeles Employment Application for this examination can be completed Online and submitted electronically.

TO APPLY ONLINE, CLICK ON THE LINK BELOW THE FILING ADDRESS.

Applicants who apply Online, must either upload required documents as attachments during application submission or fax a photocopy of the required documents to (562) 401-2885 within five (5) business days of filing Online. Please include your Name, the Exam Number and the Exam Title on faxed documents.

Instructions for Hard Copy Submission : A Standard County Employment Application for this position will be accepted on business days only between 8:00 a.m. and 5:00 p.m. A Standard County Employment Application can be found at:
<http://easier.co.la.ca.us/JobInfo/empapp.pdf>.

Submit completed application and any required supplemental (if any) in person or by U.S. Mail to the following address:

Human Resources Management Office Attn: Noel Martinez
Los Angeles County Probation Department
9150 E. Imperial Highway
Downey, CA 90242
(562) 658-1814

On-Line Filing: To file On-Line,
https://easier.co.la.ca.us/easier/Applicant/applicant_logon.cfm?exid=1685.

**DISABILITY
ACCOMMODATIONS**

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA coordinator at (562) 940-3552.

Contact the Coordinator of Personnel Services for Disabled Persons by calling (562) 940-3552. Hearing impaired applicants with telephone teletype equipment may leave messages by calling (562) 940-2711. The County will attempt to meet reasonable accommodation requests whenever possible.

**AN EQUAL
OPPORTUNITY
EMPLOYER**

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

**CHILD SUPPORT
COMPLIANCE**

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**VETERAN'S
CREDIT**

VETERANS' PREFERENCE CREDIT of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans' preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time as it is provided.

**EMPLOYMENT
ELIGIBILITY
INFORMATION**

Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that **all** persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**RECORD OF
CONVICTIONS**

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). **ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.**

**SOCIAL SECURITY
ACT OF 2004**

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.